



RFP Pre-Bid Meeting for an online platform to maintain the Educator Evaluation System

February 14, 2019



Delaware
Department of Education



Agenda

- **Overview of Delaware users**
- **Type of Evaluation Systems**
- **Requirements in the RFP**
 - *Notes RE: Delaware specific language*



Overview of Delaware Users

Delaware Users

- ~10,000 Educators (teachers/specialists)
- ~700 Administrators (district, principal, assistant principal)
- 19 Districts
- 24 Charter Schools

All educators are assigned a group number related to the requirements of the student improvement component or component V.

Group 1: ELA/Math teachers in grades 4-8

**Group 2: Content Area teachers other than ELA/Math
or Grades PK-3, 9-12**

**Group 3: Teachers or Specialists who do not fit into the
above groups and/or do not give grades for 10
or more students.**



Types of Evaluation Systems

Delaware Education Evaluation Systems

DPAS-II – Delaware Performance Appraisal System (85%)

- Different rubrics for three types of educators
 - Teachers
 - Specialists
 - Administrators

State Approved Alternative Evaluation Systems (15%)

- 11 Charters, 2 Districts
- 8 systems/rubrics (teachers, specialist, administrator)



Scope of Services

Support users implementation of the system:

- Initial and ongoing training
- Calibration modules
- Technical support
- Adhere to regulations and DOE guidance



Scope of Services

Set up and functionality of platform services:

- Customize forms
- User capability to schedule conferences and observations with system alerts and reminders
- Customize processes and timelines according to educator role, experience, and/or needs
- Provide nightly data files based on DEDOE specifications
- Access to online platform forms and reports dependent to user role



Scope of Services

Set up and functionality of platform services:

- Establish work flows and force entry of certain information before users can move forward
- Import data from other systems (PDMS, eSchool, etc.)
- Capability to autosave, timestamp, drop and drag evidence, upload attachments/files to forms with formatting options
- Provide file hosting space to users to support evidence collection (uploaded files, documents and links) aligned to rubrics



Scope of Services

Set up and functionality of platform services:

- Allow educators to self-assess/rate themselves using rubrics and share with evaluator prior to finalization of the observation or evaluation form
- Ability for evaluator to view forms in draft version
- Integrate platform with current professional development catalog with offerings aligned to rubric components in order to support feedback and recommendations
- Allow for customizable walkthrough forms at school and district level
- Capability for evaluators to share completed evaluations with other evaluators and allow access to other district or school evaluators to complete additional observations.



Scope of Services

Reporting services:

- Historical reporting/data retention to include hosting, backup/recovery
- Integration with other DDOE programs - Student and Employee Information Systems
- DPAS related reports and forms available at the employee, evaluator, building, district, and state levels
- Provide all data to DOE from specs on or before July 30th each year, data is only considered complete if all items from the data specifications are provided



Scope of Services

Reporting services:

- Capability for state, district, school, and individual evaluators to run multiple reports
- Reports for the distribution of criteria and component ratings for observations and evaluations
- Staff assignment reports (administrator of record for each educator, educator's assigned group-1, 2, or 3)
- Reports to show credentials for conducting evaluations
- Exemption/exclusion reports by reason (retired, late hire, terminated, medical leave)



Scope of Services

Reporting services:

- Reports showing an educators' ratings over time for each criteria, component, measure, and overall summative rating
- Reports to compare Component I-V ratings with Component V
- Reports comparing overall ratings for various measure types (Measure A, B and C)
- Graphical format/representations for reports
- Reports include aggregated and disaggregated data reports
- Real time completion rate reports



Minimum Mandatory Requirements

1. Transmittal Letter as specified on page 1 of the Request for Proposal including an Applicant's experience, if any, providing similar services.
2. One (1) complete, signed and notarized copy of the non-collusion agreement (See Attachment 2). Bid marked "ORIGINAL", MUST HAVE ORIGINAL SIGNATURES AND NOTARY MARK. All other copies may have reproduced or copied signatures – Form must be included.
3. One (1) completed RFP Exception form (See Attachment 3) – please check box if no information – Form must be included.
4. One (1) completed Confidentiality Form (See Attachment 4) – please check if no information is deemed confidential – Form must be included.
5. One (1) completed Business Reference form (See Attachment 5) – please provide references other than State of Delaware contacts – Form must be included.
6. One (1) complete and signed copy of the Subcontractor Information Form (See Attachment 6) for each subcontractor – only provide if applicable.
7. One (1) complete Bid Bond form (See Attachment 8).

The items listed above provide the basis for evaluating each vendor's proposal. Failure to provide all appropriate information may deem the submitting vendor as "non-responsive" and exclude the vendor from further consideration. If an item listed above is not applicable to your company or proposal, please make note in your submission package.

Vendors shall provide proposal packages in the following formats:

Enter number of copies eight (8) paper copies of the vendor proposal paperwork. One (1) paper copy must be an original copy, marked "ORIGINAL" on the cover, and contain original signatures.

Enter number of copies two (2) electronic copy of the vendor proposal saved to a USB memory stick. Copy of electronic price file shall be a separate file from all other files on the electronic copy.



Important Dates

February 14

Voluntary Pre-Bid
Meeting
1:00 p.m.

February 21

Deadline for
Questions

February 28

Response to
Questions Posted

March 14

2:00 p.m.
Deadline for
Proposals

May

Estimated Award
Notification



Questions

